



CAREER EXECUTIVE ASSIGNMENT Examination Announcement

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA STATE AUDITOR'S OFFICE (formerly the BUREAU OF STATE AUDITS)	RELEASE DATE:	February 2, 2015
POSITION TITLE:	Deputy State Auditor, Investigations	FINAL FILING DATE:	February 24, 2015
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$8,766.00 - \$14,058.00 per Month*	BULLETIN ID:	02022015_4

*Salary will be commensurate with applicable experience pursuant to GC 8544.

The goal of the California State Auditor is to promote the efficient and effective management of public funds and programs by providing to citizens and government independent, objective, accurate, and timely evaluations of state and local governments' activities. The state auditor has broad authority to investigate allegations that state and court employees may have engaged in misconduct and to report publicly on the results of those investigations.

POSITION DESCRIPTION

Under the general direction of the Chief Deputy State Auditor/Chief Counsel, the Deputy State Auditor, Investigations (Deputy), is responsible for implementing California's Whistleblower Protection Act (whistleblower act), a mission critical program of the office. The Deputy formulates policy and procedures in regard to investigative standards including which complaints to investigate and refer, investigative methodology, improper activities to consider substantiated, and when to close investigations. The incumbent approves major case management decisions; approves final disposition of every whistleblower complaint; reviews and approves correspondence seeking information, requesting assistance or cooperation relevant to an investigation; drafts legislative proposals and meets with legislative staff regarding legislation affecting the whistleblower act. As a member of the Executive Management Team, the Deputy participates in the development of organizational philosophy and the office's strategic goals, recommends modifications of office policy and has full involvement in division hiring decisions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of project management; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATIONS

- Experience using administrative investigative techniques and methods and the ability to apply techniques and methods involved in administering investigative programs to a multidisciplinary staff.
- Experience managing multiple and complex administrative investigations simultaneously.
- Experience exercising a high degree of integrity and confidentiality for sensitive issues and uses sound judgment in decision making.
- Knowledge of the whistleblower act, State laws relating to improper governmental activities and general laws and regulations related to State fiscal, personnel, and administrative practices.
- Knowledge of the California legislative and budgetary processes, State agencies, and other governmental entities.
- Ability to perform workload and staffing analysis and to recommend appropriate staffing levels based on workload.

DESIRABLE QUALIFICATIONS continued

- Experience leading and managing teams while demonstrating the ability to create a clear vision, set goals and expectations, encourage leadership and initiative, and use sound judgment in managing a multi-disciplined team.
- Experience coaching and mentoring employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
- Knowledge of the principles and practices of supervision including the progressive discipline process.
- Ability to think strategically both at an organizational level and on individual project level.
- Excellent organizational skills and demonstrated experience utilizing the principles of project management to achieve strategic plan objectives.
- Experience in measuring short and long term performance and program outcomes related to initial and ongoing implementation of a strategic plan.
- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and the ability to represent the State Auditor's Office effectively both internally, before the Legislature, and with the public.
- Ability to interact and communicate effectively with high-level management representatives of state control agencies, the Legislature or other governmental entities.

EXAMINATION INFORMATION: *The position exists with the California State Auditor's office in Sacramento. The examination process will consist of an application and Statement of Qualifications (SOQ) reviewed by a screening committee. A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews **may** be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy State Auditor, Investigations** with the California State Auditor. Applications will be retained for twelve months.*

STATEMENT OF QUALIFICATIONS: *All interested applicants are required to submit a SOQ with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications and desirable qualifications listed in this announcement.*

FILING INSTRUCTIONS: Interested applicants must submit:

- A completed Standard State Application (Std. 678).
- A "Statement of Qualifications" (SOQ). The SOQ should be one to two pages in length and is a separate discussion from the application.
- Resumes do not take the place of the Statement of Qualifications.

All applications must be postmarked no later than the final filing date. Applications postmarked after the final filing date will not be accepted for any reason. **Faxed or emailed applications will NOT be accepted.** Applications submitted without a SOQ will be eliminated from the examination process. Applications and SOQs must be submitted by the final filing date to:

California State Auditor's Office
Kristina Gin, Human Resources
621 Capitol Mall, Suite 1200
Sacramento, CA 95814

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Standard State Application (Std. 678). The HR Office will contact you to make special testing arrangements.

GENERAL INFORMATION: If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The California State Auditor reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Upon appointment, all employees are subject to **fingerprinting and having a background check conducted.**

*California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones(800) 735-2929, from voice phones: (800) 735-2922*

Class specs: <http://www.calhr.ca.gov/state-hr-professionals/Pages/cea-exempt-letters.aspx>